

1. Q. What is the intent of the Executive Order?
 - A. Its objective is to give the citizens of the U.S. more information about their government. The Order enjoins all Federal Agencies to avoid unnecessary classification and over-classification.
2. Q. What major changes take place on December 15?
 - A. After December 15 the RESTRICTED security classification and, the words SECURITY INFORMATION are abolished and will not be placed on documents.
3. Q. Is all material in my files stamped RESTRICTED automatically declassified on December 15?
 - A. No. You should continue to safeguard RESTRICTED material as you have in the past. Material which is presently classified RESTRICTED need not be reviewed at this time for the purpose of downgrading or upgrading; except when such material is to be transmitted outside the Agency. From time to time you will be notified by your Assistant Classification Control Officer of the results of reviews conducted by other Offices and other Agencies.
4. Q. Is there a suitable control stamp which I can use for material which is not classified yet deserves special government handling because it contains information about coverage or sources which should not be publicly available?
 - A. In the past the RESTRICTED stamp was very often used for this purpose. It is appropriate to place some applicable limitation on the document provided the protection of sources and methods warrants the control of dissemination; e.g. FOR OFFICIAL USE ONLY, CIA INTERNAL USE ONLY, or US OFFICIALS ONLY. If used, the stamp should appear at the top and bottom of each page.
5. Q. When a document is unclassified but questions of copyright are involved what shall I do?
 - A. The General Counsel has developed the following statement to be used for this purpose:

WARNING

Laws relating to copyright, libel, slander and communications require that the dissemination of part of this text be limited to OFFICIAL USE ONLY. Exception can be granted only by the issuing agency. Users are warned that non-compliance may subject violators to personal liability.

FOR OFFICIAL USE ONLY should always accompany this warning statement.

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6. Q. How shall I cite a document stamped RESTRICTED when I footnote it as a source in a research report or refer to it in a memorandum?
- A. If it is a CIA document, check with the Assistant Classification Officer of the office of origin to determine if the document should be cited as unclassified, or carry a security classification or control stamp. If it is not a CIA document, you should cite it as it is stamped.
7. Q. How shall I handle RESTRICTED material already furnished to CIA by a foreign government?
- A. This material should be upgraded to CONFIDENTIAL and treated as such.
8. Q. How can I tell when to stamp something SECRET instead of CONFIDENTIAL?
- A. Follow the definitions spelled out in the Executive Order.
9. Q. Who is empowered to classify a document?
- A. Each office has developed its own roster of authorized personnel. These individuals should be conversant with the definitions of CONFIDENTIAL, SECRET and TOP SECRET as found in the Executive Order.
10. Q. What are the responsibilities of the Assistant Classification Control Officers?
- A. They ensure that the provisions of CIA Notice [] are in force in their respective offices. They indoctrinate and train office personnel, sponsor regrading actions, perform spot inspections and check with the CIA Classification Control Officer on policy matters.
11. Q. Is any immediate regrading action necessary?
- A. A relatively small segment of CIA's production in the past was classified RESTRICTED. The major portion of this material took the form of publications and maps (e.g. [] CIA Library Weekly Accessions Lists, Map Intelligence Reviews, etc.). Offices responsible for the production of this material should review past issuances as soon as possible to determine if specific documents or specific categories should be upgraded, downgraded, or stamped with an appropriate control stamp. When this decision is made a REGRADE BULLETIN will be issued and sent to the holders of the documents. Until this happens, ad hoc inquiries will have to be treated on a document by document basis.
12. Q. Is there an injunction against lending documents stamped RESTRICTED to other agencies?
- A. No. CIA documents should be checked out in every case with the Assistant Classification Officer of the office of origin to determine if the document has been upgraded, declassified, or stamped with a control stamp.

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13. Q. What change does the Executive Order make with respect to stamping maps, charts, and drawings?
- A. Formerly you were required to stamp the classification at the top and also in the legend block. The new Order requires that it be stamped at the bottom as well.
14. Q. The Executive Order states that Bound Documents need not have the security classification stamped on the center pages. What is meant by a Bound Document?
- A. A Bound Document for this purpose is defined as one which is securely fastened by stitching and with glue, and covered with a permanent cover.
15. Q. Does a list of TS document titles constitute sufficient grounds for classifying the list TOP SECRET?
- A. No. Content rather than form is the criterion on which the classification should be based.
16. Q. Should I set to work at once reviewing all RESTRICTED correspondence in my files with a view to downgrading it?
- A. The Agency Notice instructs all offices to do this on a gradual and continuing basis rather than using the task force approach. Most offices are assigning this responsibility to their Records Officer.
17. Q. If preprinted forms are still on hand which carry either RESTRICTED or SECURITY INFORMATION on them should they be destroyed and new ones obtained?
- A. No. Exhaust your supply first. Although you can use the forms without change inside CIA, be sure that forms going outside the Agency after December 15 have the words ruled out. In either case, of course, you will no longer use RESTRICTED.
18. Q. On December 15 will I be able to display maps or pictures, formerly stamped RESTRICTED, on my office walls?
- A. No. Not unless you check with the Assistant Classification Officer of the office of origin and he tells you that the item is unclassified.